



Job Posting Internal/External

Position Title: Administrative Assistant

Term: 8-16 weeks (funding dependent)

Start date: May 1, 2023

Salary: \$15.50 per hour, 35 hrs per week (plus travel allowance)

Requirements: legally allowed to work in Canada

We are looking for a keen and skilled applicant to fulfil the duties of our administrative assistant. Our company is heavily focused on field projects and requires assistance keeping files for all staff and projects organized. This position can be a hybrid format, where some days work must be completed in the office, while other days deskwork can be completed remotely from home.

Role:

The applicant will take on an office assistant role and help to organize company files (i.e., staff timesheets and receipts for company invoicing), keep track of all project permits, and work to promote and sell all 8Trees products (i.e., T-shirts, books, smartphone applications, and other educational resources). Additionally, the office assistant will be expected to coordinate with the outreach team for any promotions related to social media and in-person outreach events. Apart from attending in-person outreach events, this work can be either completed remotely (e.g., from home) or from the 8Trees headquarters office.

Key Responsibilities:

- Communicate effectively with mentors, co-workers, and other stakeholders when necessary
- Work collaboratively in teams, and independently when necessary
- Complete tasks or assignments in a timely manner

- Maintain organized files as instructed by the supervisor
- Order new materials and supplies as needed over the term (e.g., field gear, printing books, ordering t-shirts, etc.).
- Keep track of shop sales and orders
- Communicate with customers (via e-mail or phone calls)
- Collect video footage or take photos to create promotional materials to upload to social media platforms (will require coordinating with the outreach team)
- Communicate with other businesses as needed to sell products (e.g., cold calls, network at outreach events).

About Us:

8Trees Inc. is an environmental consulting company that focuses on conservation research, ecological restoration, and education outreach. It is part of our mandate to teach and mentor students in the fields of applied ecology, conservation biology, restoration and applications of environmental policy. We aim to accomplish this by partnering with academic institutions with an established biology or ecology undergraduate or graduate program.